

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Justice Mission

Travel date(s): September 20-September 22, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$746.3	\$293.45	\$120.00	
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

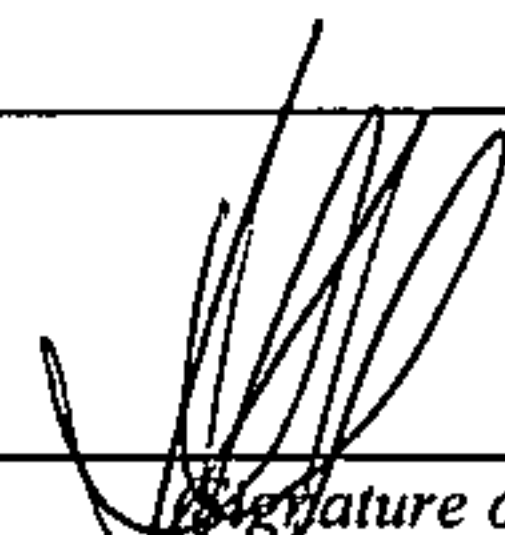
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

(attached)

10/19/17
(Date)

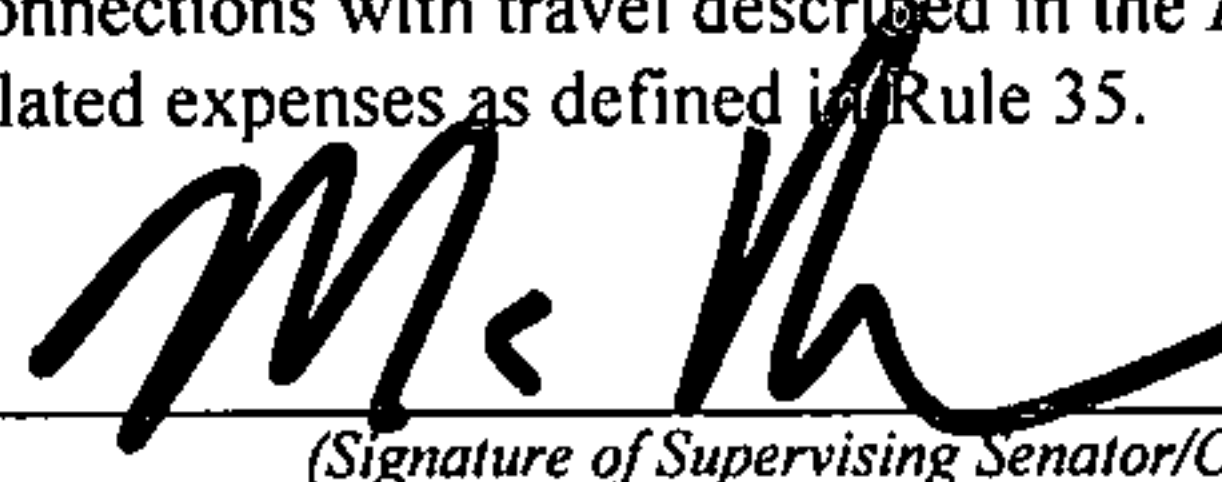
Viviana Bovo
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/19/17
(Date)


(Signature of Supervising Senator/Officer)

Wednesday, September 20 th				
Hour	Location	Activity	Objective	Participants
2:30pm-5:00pm	Casa Chapina	Lunch with FOD and INL Staff	Start with a political briefing of the current scenario in Guatemala. Present the Sentinel project and the areas of intervention for the strengthening of Justice and the creation of citizen mobilization in the fight against this criminal phenomenon in Guatemala. Share the dream of 0 impunity in cases of sexual violence and our theory of change / strategy - Justice System Reform. Meet the team through a tour of the work areas.	Brad Twedt Vinicio Zuquino Marina Dias Kelvin Jaminson -INL GOR
7:00pm-9:00pm	Clarion Suites	Dinner with key civil society partners	(Brad) Exhibition of the short film Aullido. Followed by discussion on the impact of sexual violence in Guatemala on migration and gang violence.	Peter Gape – National Director, World Vision Guatemala Carlos Colon – National Director Buckner International
Thursday, September 21 st				
Hour	Location	Activity	Objective	Participants
9:00am-10:00am	Hotel Clarion Suites	Meeting with Leonel Lira	Presentation of Leonel's current and previous initiative at Congress; efforts to protect children in Guatemala; Encourage Leonel Lira in the process of the early Justice Act, so that he can soon present it to the Committee and to the Plenary Congress. If the opportunity arises, the visitors could share a little on the success of the United States in using Plea Bargaining	Leonel Lira – Congressmen

10:00am- 11:00am	Hotel Clarion Suites	Meeting with partners in Guatemalan Congress	Discussion on the development/importance of plea bargaining for cases of sexual violence. Talk about how Ley de Justicia Pronta promotes justice, especially in cases of children/Adolescents. IJM may directly request the support of the members of the Commission to give assent to la Ley de Justicia Pronta. It's also possible to start working on the strategy to promote the bill at the Guatemalan Congress.	
12:00pm- 2:00pm	Ministerio Publico	Lunch with IJM's key partners in the Guatemalan government	The purpose of this meeting is to share in a casual- spontaneous way about the phenomenon of sexual violence, as well as the advances (and challenges) faced by the Sexual Offenses Research Department DEIC-SGIC in their fight to strengthen the justice system in the theme of sexual violence in Guatemala. Also that the Guatemalan authorities feel inspired to be recognized as leaders in this fight. To thank Stu Velasco for his support to protect DIDS, as a way of continuing to strengthen this strategy.	Mayra Velez – Public Prosecutors Office Stu Velasco – National Police
2:30pm- 4:30pm	Sex Crime Unity Facility Zone 8	Visit Sex Crime Unity Facility (DIDS) in Zone 8	Visit to learn more about the progress made on criminal investigation reporting of sexual violence cases, current police installations / project to buy pre-fabricated materials and processing of victims through the public justice system. Discussion with Officials about the impact of INL and the U.S.A government in improving the condition of this facility/unity. Share about the impact of the Criminal investigation Specialty (Diplomado and other trainings) and mentoring program in the effectivity of the Unit in investigate CSA. Share about the performance of the unit in accomplish arrest warrant.	Comisario Nery Neftaly Benito, Jefe de la División Especializada en Investigación Criminal –DEIC- de la PNC. Official Segundo de PNC Dora Alburez, Jefe Interina de DIDS.

7:30pm-9:00pm	Kacao Restaurant	Dinner discussion with Judicial Body members	<p>To share from the perspective of the Judicial Body the advances in and challenges to the response of the justice system to the victims of sexual violence.</p> <p>on the progress and the impact of the training sessions / talks given by IJM to improve decisions and treatment for victims of sexual violence.</p> <p>Debrief on how a special procedure (LJP) could be the answer to the collapse of the specialized courts of femicide?</p>	<p>Noe Ventura Loyo – Presiding Judge</p> <p>Ligia Aracely Pérez Veliz – Vocal Judge I</p> <p>Henry Alejandro Elias Wilson – Vocal Judge II</p>
Friday, September 22 nd				
Hour	Location	Activity	Objective	Participants
7:00am-7:50am	U.S.A Embassy	Meeting with the Acting Deputy Chief of Mission	Modified country team briefing	



Dear Ms. Viviana Bovo:

Our office in Guatemala works to combat sexual violence against children by partnering with the government authorities to:

- 1) Rescue children out of situations of abuse;
- 2) Arrest and prosecute the perpetrators;
- 3) Restore the psychological, economic and social health of our clients; and
- 4) Equip Guatemalan prosecutors, judges and police to respond to sexual violence against children.

We are inviting select Congressional staff to visit our office in Guatemala City to learn more about IJM's program in Guatemala to protect children from sexual violence. Trip activities will include visiting IJM's office in Guatemala for a detailed briefing of IJM's work by our Guatemala Field Office Director and other staff, meetings with IJM's partners in various Guatemalan government agencies, visit an aftercare facility that provides long-term residence housing for IJM's clients who have been victims of sexual violence, and meeting with U.S. Embassy officials to discuss how U.S. foreign assistance has assisted increased the capacity of the Guatemalan justice system to protect children from sexual abuse.

Thank you for considering joining this trip to learn more about IJM's work in Guatemala.

Sincerely,

Tim Gehring
Policy Director
International Justice Mission
Direct: 703.740.9968
Cell: 859-533-2375
tgehring@ijm.org

John

SECRET

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Viviana Bovo

Employing Office/Committee: U.S. Senate Marco Rubio

Private Sponsor(s) (list all): International Justice Mission (IJM)

Travel date(s): September 20-22, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Guatemala City, Guatemala

Explain how this trip is specifically connected to the traveler's official or representational duties:

As advisor to Senator Rubio on the Western Hemisphere, I will be visiting IJM's program that protects children from sexual abuse, government officials and civil society groups. The visit will help in our efforts to foster better U.S.-Guatemala relations.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/10/17
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Marco Rubio hereby authorize Viviana Bovo
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/10/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Justice Mission (IJM)
2. Description of the trip: The trip will visit IJM's program in Guatemala to combat sexual violence against children and hold meetings with IJM staff, civil society groups, and our partners in the government.
3. Dates of travel: September 20-22, 2017
4. Place of travel: Guatemala City, Guatemala
5. Name and title of Senate invitees: Viviana Bovo, Sr. Advisor ; Liam Forsythe, Chief Counsel
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR --
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND --
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND --
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

International Justice Mission is the sole sponsor of the trip. IJM will plan all trip activities, set up all meetings with civil society group and the Guatemalan government, and cover all travel, lodging and meal expenses.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

International Justice Mission is a global human rights organization that protects vulnerable populations in the developing world by improving the response of the criminal justice system. This trip will focus on IJM's program to address sexual violence of children in Guatemala.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IJM has sponsored two other Congressional trips - one in 2011 to the Philippines and one in 2012 to the Philippines and Cambodia.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IJM's other educational activities include outreach to churches, colleges and universities and other community groups.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$450	\$250	\$ 270	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged with regard to Congressional participation, specifically on how violence against children in Guatemala is related to U.S. foreign policy and foreign assistance on Central America.

18. Reason for selecting the location of the event or trip

IJM wants to introduce policymakers to our work on combating sexual violence against children in Central America, and the proximity of Guatemala to DC allows us to accommodate the proposed dates.

19. Name and location of hotel or other lodging facility:

Hotel Clarion Suites Guatemala - 14 Calle 3-08, Zona 10 Guatemala, Guatemala City 01010

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is conveniently located to IJM's office and the other meetings that will take place on the trip and it is a reasonable price with accommodations necessary for the participants of the trip, such as reliable internet.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging and meals provided to trip participants fall within the maximum per diem rates for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Flights to and from Guatemala will be in coach. Transportation around Guatemala City will be in IJM-owned vehicles.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Tim Gehring, Policy Director

Name of Organization: International Justice Mission

Address: 1235 South Clark Street, Arlington, VA 22202

Telephone Number: 859-533-2375

Fax Number: 703.465.5499

E-mail Address: tgehring@ijm.org

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.